

50724-02

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number _____

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: June 27, 1984

FOR STATE RECORDS MANAGEMENT DIVISION USE
Date Received Application No. Date Completed
JUL 24 1984 78-78-A AUG 7 1985

Record Series Title: 78-78 Bankruptcy Case Files

Person to Contact: Jan W. James

Item number to be amended: 12

Telephone No. 656-3025

Reads as follows: When case is closed, place in Closed Bankruptcy Case File; cut off closed file at end of each Calendar Year. Hold in the current files area 3 years; then transfer to State Records Center; hold 4 years; then destroy.

Amended to read: When case is closed, place in Closed Bankruptcy Case File; cut off closed file at end of each Calendar Year. Hold in the current files area 2 years; then transfer to State Records Center; hold 3 years; then destroy.

Reason for change: Need additional space in current files area.

AUTHORITY:
Division Director/Designee: [Signature] Date 6-27-84
Records Management Officer (RM&C): [Signature] Date 6-28-84
Chief, Records Management and Controls: [Signature] Date 6-28-84
ESA Director: [Signature] Date 7-19-84
State Auditor/Designee: [Signature] Date 8-31-84
Secretary of State/Designee: Edward Weldon Date 7/24/84
Attorney General/Designee: [Signature] Date 8/2/84



4273-42

APPLICATION FOR RECORDS RETENTION SCHEDULE

File - 24

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Georgia Department of Labor
Employment Security Agency
296 State Labor Building
Atlanta, Georgia 30334

FOR RECORDS MANAGEMENT USE

Application Number

78-78

Date Received

MAR 24 1978

Date Completed

APR 11 1978

2. Person to Contact

Sam C. McCutchen

Working Title

General Counsel

Telephone Number

656-3025

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1970

1974

5. Records Series Title (followed by title used in office, if different)

Bankruptcy Case Files

6. Division and Office Function

Legal Section

What is the function of the Division and the Office in which this record series is created?

Provides all needed legal services in the collection of unemployment compensation taxes. Advises the Commissioner of Labor and Director of Employment Security Agency in all legal matters.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Filing proofs of claim in bankruptcy.

Included are:

Statements of Account, Proofs of Claim, Court Orders,
Correspondence

File is arranged:

Alphabetically

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 4; Seven to twelve months old 3; Thirteen to twenty-four months old 2;
twenty-five months and older 1?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers 3; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Microfilm in General Counsel's office
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	7 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Possible further need in pursuing collection from Bankruptcy Court.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

When case is closed, place in ☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

Closed Bankruptcy Case File;

cut off closed file at end of each _____ month(s) _____ 3 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold _____ 4 _____ year(s); then destroy.

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Walter J. Brooks</i>	3-21-78	<i>John C. Arnold</i>	3-22-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-7-78
		Secretary of State/Designee	4-7-78
		Attorney General/Designee	4-11-78